

NJSLA-S

New Jersey Student Learning
Assessment—Science

PBT
Science

Spring 2019 Test Administrator Manual

Paper-Based Testing – Science



**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION**

Table of Contents

What’s New for 2019?	v
Testing Window	v
1.0 Overview	1
1.1 About this Manual	1
1.2 Roles of Individuals	1
2.0 Test Security and Administration Policies	3
2.1 Maintaining the Security of Test Materials and Content	3
2.1.1 Test Administrator Responsibilities for Maintaining Security.....	3
2.1.2 Security Forms.....	5
2.2 Testing Irregularities and Security Breaches	5
2.2.1 Testing Irregularities and Security Breaches	5
2.2.2 Reporting Testing Irregularities and Security Breaches.....	6
2.3 Testing Environment	6
Administration Considerations for Students.....	6
Materials Prohibited in the Testing Environment	7
Exceptions for Test Accommodations	8
2.4 Scheduling and Testing Time	8
Administration Dates.....	8
Testing Time.....	8
Administration Time.....	8
Unit Testing Time	8
Make-up Testing	9
Breaks	9
3.0 Before Testing	10
3.1 Checklist of Tasks for Test Administrators to Complete before Testing	10
3.2 Test Administrator Training and Preparation	10
3.3 Preparing to Administer Accessibility Features and Accommodations during the NJSLA-S	11
3.4 Administer Tutorials and Practice Tests	11
3.5 Prepare the Testing Environment	11
4.0 During Testing	13
4.1 Checklist of Tasks for Test Administrators to Complete during Testing	13
4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)	13
Calculators	15
4.3 Distribute Materials and Read Script (Day of Testing)	15
4.4 Keep Time (Day of Testing)	16
4.5 Maintain Test Security	16
4.5.1 Contaminated Test Materials	16
4.5.2 Torn or Damaged Test Materials	17

NJSLA-S

4.6	Supervise Test Administration	17
4.6.1	Clarifying Directions during Administration	18
4.6.2	Redirecting Students.....	18
4.6.3	Student Misconduct.....	18
4.6.4	Item Irregularities during Testing.....	18
4.6.5	Procedures for Safety Threats and Severe Weather	19
4.7	Break Policy	19
4.7.1	Breaks During a Unit	19
4.7.2	Breaks Between Units	19
4.8	Ending Each Unit	20
4.8.1	Collect Test Materials.....	20
4.8.2	Return Materials to School Test Coordinator	20
4.9	Make-Up Testing	20
4.10	Script for Administering Science	21
4.10.1	Grades 5, 8, and 11 Science – All Units	21
5.0	After Completion of Each Day of Testing	26
5.1	Checklist of Tasks for Test Administrators to Complete after Testing	26
5.2	Return Materials to the School Test Coordinator	26
6.0	Accessibility Features and Accommodations	27
6.1	Test Administration of Accessibility Features and Accommodations	27
6.2	Before Testing: Preparing for Accessible Test Administration	28
6.3	During Testing: Test Administration of Accessibility Features and Accommodations	30
6.4	After Testing: Completing Accessible Test Administration	31
Appendix A – Glossary of Terminology		33
Appendix B – Security Agreement		37
Appendix C – Signs		41
Appendix D – New Jersey Policy Addendum		47
Appendix E – Form to Report a Testing Irregularity or Security Breach		51

What's New for 2019?

- After a successful field test in 2018, the New Jersey Student Learning Assessment—Science (NJSLA-S) is now operational.
- The testing window for paper-based tests now begins on the same day as for computer-based tests.
- More time is now allowed to complete the grade 5 test. The standard testing time for grade 5 is now 45 minutes per unit, the same as for grade 8.
- American Sign Language videos will be available for students who require this accommodation.
- Human Reader scripts are no longer available. Human Readers may read aloud from the online test or from the test booklet instead. Read-aloud kits for paper-based testing will still include an extra test booklet for the Human Reader.
- A separate closed-captioned online form is no longer necessary. Any audio included in a regular online form will be closed-captioned for all students.
- Tactile graphics kits are no longer shipped automatically for students designated as using a screen reader in the Student Registration/Personal Needs Profile (SR/PNP) data. Districts must place an additional order for these if needed.
- Districts are encouraged to use FedEx Paks rather than cardboard boxes to return shipments of 25 or fewer documents.
- Districts should return materials for multiple schools in the same FedEx Pak or cardboard box to reduce the number of shipments. Scorable and nonscorable materials should still be packaged separately.
- There is no longer a browser-based version of TestNav.

Testing Window for NJSLA-S

2019 Administration

Computer-Based Tests: May 6 to June 7, 2019

Paper-Based Tests: May 6 to May 17, 2019

1.0 Overview

The NJSLA-S assessments will be administered in either computer-based (CBT) or paper-based (PBT) format. These assessments will focus on actively engaging students in scientific and engineering practices to apply crosscutting concepts of the core ideas in these fields.

The NJSLA-S is given in grades 5, 8, and 11. Each grade's assessment comprises four units of the same length, although that length varies by grade.

1.1 About this Manual

This manual provides instructions applicable to Test Administrators necessary for the paper-based administration of the NJSLA-S, as well as the procedures and protocols for the Test Administrator to complete before, during, and after test administration. This manual also contains the protocols that Test Administrators and proctors must follow related to test security and test administration.

Definitions for terms used in this manual can be found in **Appendix A**.

This manual refers to documents on the NJSLA-S website at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science and also to documents on the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

When administering the paper-based NJSLA-S assessment to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the unit he or she is administering. All administration instructions are contained within each script. In addition to English, the scripts are translated into Spanish. The translated scripts are available at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.

Note: For students who have an accommodation for a test administrator to read test directions in a language other than English or Spanish, districts will need to translate the directions themselves, as no prepared scripts exist for other languages.

1.2 Roles of Individuals

The **Local Education Agency District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of test administration. For the purpose of this manual, the term District Test Coordinator is used.

The **School Test Coordinator (STC)** is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the principal or a designee based on established criteria. The STC is responsible for coordinating test administration and resolving testing issues at his or her school. The STC is also responsible for all post-testing procedures (e.g., stopping all online test sessions).

A **Test Administrator (TA)** is an individual at the school who is responsible for administering the assessment. Refer to the School Test Coordinator for qualifications.

In general, the following individuals may serve as a Test Administrator:

- Individuals employed by the district as teachers
- District and school level administrators
- Other certified educational professionals

Parents or legal guardians may **not** serve as a Test Administrator for their own child. In addition, student teachers may **not** serve as Test Administrators.

A **proctor** is an individual who may be called on to help a Test Administrator monitor a testing session under the supervision of the Test Administrator. Student teachers may serve as proctors who assist the Test Administrators. Refer to the School Test Coordinator for more information.

Proctor responsibilities include but are not limited to:

- Meeting with the School Test Coordinator to review test security and administration protocols
- Reviewing policies and instructions in the *Test Administrator Manual*
- Assisting in the preparation of the testing environment
- Assisting in the supervision of test administration during each unit

If class size is larger than 25 students, a proctor is recommended.

2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of the NJSLA-S is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial for obtaining valid and reliable results.

Students may not have access to secure testing materials before testing. For a full list of testing materials, refer to **Section 4.2**. The following test materials are secure:

- Test booklets
- Answer documents
- Large print and Braille test booklets
- Scratch paper or periodic tables written on by students
- Tactile graphics (if applicable)
- Spanish test booklets

Follow the security plan developed by the School Test Coordinator (STC) and/or school principal. Contact the School Test Coordinator with any questions about the school security plan.

Make sure to follow the school chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

2.1.1 Test Administrator Responsibilities for Maintaining Security

1. **Receive training in administering test sessions properly and securely.**
 - Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test units.
 - Attend any training session(s) led by the School Testing Coordinator (STC)/designee before test administration.
 - Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.
2. **Administer all tests according to appropriate protocols.**
 - Administer tests during the [testing window](#), and administer units and in the prescribed order.
 - Follow the directions and read the scripts in the *TAM* verbatim to students. Translated scripts are available in Spanish at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.
 - Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (refer to **Section 2.3**).
 - Provide students with all required test materials listed in the *TAM*.
 - Prevent the use of prohibited materials (refer to **Section 2.3**) during testing. Note that results may be invalidated for students who use cell phones or other prohibited electronic devices during testing, including after a student turns in his or her test materials or during a break (see exception listed in **Section 2.2.1**).
3. **Focus full attention on the testing environment at all times during testing.**
 - Monitor the testing process by continually moving about the room in a way that does not disturb students or attract attention. While monitoring the classroom, a test administrator may view student test booklets for the sole purpose of confirming that students are working in the correct unit. **A Test Administrator may not review answer documents and/or confirm whether a student has responded to all test items.**

- Ensure that students are supervised during testing, including during breaks.
 - Ensure that students are working only on the unit being administered. If a Test Administrator observes a student working in the incorrect unit of the test or reviewing the incorrect unit of the test, this can be a testing irregularity that must be reported to the STC. Refer to the following procedure to handle these situations.
 - The incident must be reported to the School Test Coordinator immediately. The STC should then contact the District Test Coordinator (DTC) immediately.
 - The DTC should contact the NJSLA-S State Contact immediately.
 - At the discretion of the District Test Coordinator, the STC may complete the **New Jersey Testing Irregularity or Security Breach Form** (refer to **Appendix E**) documenting the situation. The District Test Coordinator uploads the completed form to PearsonAccess^{next} within five school days. An electronic version of the completed form must be sent to the NJSLA-S State Contact within five school days.
 - If follow-up documentation is required by your District Test Coordinator or NJSLA-S State Contact, complete any additional documentation.
4. **Ensure that students do not participate in any form of cheating.**
 - Ensure that students do not consult notes, textbooks, or other teaching materials.
 - Ensure that students do not share test questions with other students.
 - Ensure that students do not consult other students, school personnel, or anyone else during testing.
 - Ensure that students are not able to see content on other students' test materials or on other students' testing devices.
 5. **Do not provide unauthorized assistance to a student that could impact his/her answers.**
 - At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.
 - However, Test Administrators must not assist a student during testing or alter or interfere with a student's response in any way that would impact his/her answers. Examples of assisting include, but are not limited to:
 - Providing answers to a student
 - Indicating that a student has answered a question incorrectly or left a question blank
 - Defining words or providing synonyms
 - Spelling words
 - Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues
 - Altering, explaining, simplifying, or paraphrasing any test question, stimulus, prompt, or answer option
 - Suggesting that a student write more on a question, check his or her work, or review or reconsider a response to a question
 6. **Follow proper test security procedures for providing accessibility features or accommodations.**
 - Ensure that students are **only** provided accommodations that are listed specifically for use during NJSLA-S testing in an approved Individualized Education Program (IEP) or a 504 plan, or an English Learner (EL) plan for English learners.
 - Follow guidelines on proper administration of accommodations as prescribed in the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
 7. **Follow chain-of-custody requirements to return all test materials after testing each day.**

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, Test Administrators should be prepared to provide the STC or District Test Coordinator (DTC) with information needed to complete the security forms.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. **Section 2.2.1** contains examples of activities that compromise test security or score validity (note that these lists are not exhaustive). School Test Coordinators must discuss these and other possible testing irregularities and security breaches with Test Administrators during training. Refer to **Section 2.2.2** for information on reporting testing irregularities and security breaches.

2.2.1 Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are not limited to:

- **Electronic Devices Irregularities**
 - Using a cell phone or other prohibited electronic device (e.g., smartphone, iPod®, smart watch, personal scanner, eReader) while secure test materials are still distributed, while students are testing, after a student turns in his or her test materials, or during a break
 - Exception: Test Coordinators, Technology Coordinators, Test Administrators, and proctors are permitted to use cell phones in the testing environment **only** in cases of emergencies or when timely administration assistance is needed. Districts may set additional restrictions on allowable devices as needed.
 - Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Refer to the *NJSLA Accessibility Features and Accommodations Manual* for specific information.
- **Test Supervision Irregularities**
 - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
 - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
 - Leaving students unattended without a Test Administrator for any period of time while secure test materials are still distributed or while students are testing (proctors must be supervised by a Test Administrator at all times)
 - Deviating from testing time procedures as outlined in **Section 2.4**
 - Allowing cheating of any kind
 - Providing unauthorized persons with access to secure materials
 - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
 - Allowing students to test before or after the test administration window without NJDOE approval
- **Test Materials Irregularities and Breaches**
 - Losing a student test booklet or answer document
 - Losing tactile graphics booklets
 - Leaving test materials unattended or failing to keep test materials secure at all times
 - Reading or viewing the passages or test items before, during, or after testing
 - Exception: Administration of a Human Reader/Signer accessibility feature or accommodation that requires a Test Administrator to access the tests

- Copying or reproducing (e.g., taking a picture of) any part of the test or any secure test materials or test forms
 - Revealing or discussing stimuli or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
 - Removing secure test materials from the school building or removing them from locked storage for any purpose other than for administering the test
- **Testing Environment Irregularities**
 - Failing to follow administration directions exactly as specified in the *Test Administrator Manual*
 - Displaying any resource (e.g., posters, models, displays, teaching aids) that defines, explains, or illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing
 - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
 - Allowing unauthorized visitors in the testing environment
 - Unauthorized Visitors: Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Administrators or proctors, are prohibited from entering the testing environment.
 - Authorized Visitors: Observation visits by the principal, monitors from the New Jersey Department of Education (NJDOE) Office of Assessment, monitors from the district, and NJDOE-authorized observers are allowed as long as these individuals do not disturb the testing process. Refer to the School Test Coordinator for details about observation visits.

2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of security breaches and irregularities that must be reported and documented, refer to **Section 2.2.1** and the School Test Coordinator. If an incident must be reported, follow the protocol outlined below:

- The incident must be reported to the School Test Coordinator immediately.
- If follow-up documentation is required by the District Test Coordinator, complete any additional documentation.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others, and the expectations for what those students may do must be determined and established in advance of testing day. Refer to the School Test Coordinator for information on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in **Section 2.2.1**.
- The testing sign in **Appendix C** must be posted on the outside of the room door.
- Prohibited classroom resources (described on the next page in “Materials Prohibited in Testing Environment”) must be removed or covered.

Administration Considerations for Students

With the support of the school administration, the School Test Coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, School Test Coordinators may determine that any student may require one or more of the following test administration considerations, regardless of the student’s status as a student with a disability or as an English Learner:

- Small-group testing
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture
- Frequent breaks

For more information on administrative considerations that are available for **all** students, refer to Table 2 of the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a unit, including after a student has completed testing (e.g., turns in his or her test booklet and answer document) or during a break. Students, Test Administrators, proctors, or other authorized persons in the test environment may not possess these or any other materials.

- **Materials Prohibited During All Units**
 - All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eReaders, electronic pens, smart watches; refer to **Section 2.2.1** for exceptions)
 - Any resource (e.g., books, posters, models, displays, or teaching aids) that defines, explains, or illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing (refer to the *AF&A Manual* for additional information on approved resources for a student with a disability or an English Learner)
 - Any manipulative not approved through a unique accommodation request prior to testing (refer to the School Test Coordinator for more information)*
 - *May be allowable if listed in the student’s IEP or 504 plan according to New Jersey policy
- The *Unique Accommodation Request Form* is available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

Follow the general rule that if the material in question may help the student answer or find an answer or to post or copy secure materials, it is **not** allowed in the testing environment.

Prior to testing, Test Administrators must instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in his or her possession upon arrival for testing, the Test Administrator must instruct the student to hand in the materials. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Other materials may be permitted after a student has completed testing. Refer to the School Test Coordinator for specifics.

Exceptions for Test Accommodations

A student with a disability or who is an English Learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student’s Individualized Education Program (IEP), 504 plan, or English Learner (EL) plan. Refer to the *NJSLA Accessibility Features and Accommodations Manual* for details.

2.4 Scheduling and Testing Time

Administration Dates

All test units, including make-up testing (refer to **Appendix A** for definitions of *session* and *unit*) must be completed during the NJSLA-S [testing window](#). Contact your School Test Coordinator if there are any questions about the testing dates.

Testing Time

NJSLA-S tests are strictly timed, and no additional time may be permitted (with the exception of an extended time accommodation specified in an approved IEP, 504 plan, or EL plan). Test Administrators are responsible for keeping time during testing.

Administration Time is the total time that schools should schedule for each unit. It includes the unit testing time and the approximate times for administrative tasks such as reading directions, answering questions, distributing materials, closing units, and collecting test materials (shown in Table 2.0). Note that times vary by grade. In planning the school’s NJSLA-S administration schedule, School Test Coordinators should plan for the entire testing time for each unit.

Example: When the unit testing time is 60 minutes, schools might schedule a total of 85 minutes, 15 minutes for reading directions + 60 minutes of testing + 10 minutes for closing the unit.

Table 2.0 Administration Time—Guidelines for Scheduling

Task	Administration Time
1. Pre-administration tasks, including reading instructions to students and answering questions	10 minutes
2. Distribution of test materials to students	5 minutes
3. Administration of unit	Refer to Unit Testing Time in Tables 2.1 to 2.3 (45 or 60 minutes)
4. End-of-unit activities, including closing units and collecting test materials	5 to 15 minutes

Unit Testing Time is the amount of time that must be provided to every student to complete the unit. Tables 2.1–2.3 show the amount of time for each unit. Test Administrators are responsible for keeping track of time during testing.

If **all** students have completed testing before the end of the unit testing time, the unit may end. Once the unit testing time has been reached, the unit must end, except for students with extended-time accommodations. Refer to the School Test Coordinator for information on what students may do if they complete a unit prior to the end of the unit testing time.

Table 2.2 Unit Testing Times for Grade 5

Unit	Unit Testing Time (Minutes)
Unit 1	45
Unit 2	45
Unit 3	45
Unit 4	45

Table 2.2 Unit Testing Times for Grade 8

Unit	Unit Testing Time (Minutes)
Unit 1	45
Unit 2	45
Unit 3	45
Unit 4	45

Table 2.3 Unit Testing Times for Grade 11

Unit	Unit Testing Time (Minutes)
Unit 1	60
Unit 2	60
Unit 3	60
Unit 4	60

Make-Up Testing

Ensure that the School Test Coordinator knows who is absent on testing day so that make-up testing can be scheduled. Students must complete all units within the district testing window.

Breaks

Speak with the School Test Coordinator to clarify local procedures for breaks. For more information about breaks, refer to **Section 4.7**.

3.0 Before Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. Since **Section 3.1** only provides a checklist of tasks, refer to **Sections 3.2 to 3.5** for more details.

3.1 Checklist of Tasks for Test Administrators to Complete before Testing

Completing tasks during the timelines in this checklist is strongly recommended.

Before Testing

Tasks to Complete at Least One Week before Testing	Reference
<input type="checkbox"/> Review policies and instructions for test administration in this manual.	
<input type="checkbox"/> Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and testing day activities.	Section 3.2
<input type="checkbox"/> Complete recommended online or in-person training: <ul style="list-style-type: none"> • Introduction • Administration of Paper-Based Testing for Test Administrators • Accessibility Features and Accommodations (if applicable) 	Section 3.2 and the New Jersey Customer Support Portal , https://nj.mypearsonsupport.com .
<input type="checkbox"/> Review the Security Agreement. Sign and submit it to the School Test Coordinator.	Appendix B
<input type="checkbox"/> Review all testing accommodations to be administered for students and develop a plan to monitor their use.	Section 3.3
<input type="checkbox"/> Strongly Recommended: Administer the <i>NJSLA-S Printable Paper-Based Student Tutorials</i> and review sample items in the <i>Parent, Student, and Teacher Information Guides</i> .	Section 3.4
Tasks to Complete One Day before Testing	Reference
<input type="checkbox"/> Prepare the testing environment.	Section 3.5

3.2 Test Administrator Training and Preparation

Test Administrators must meet with the School Test Coordinator to prepare for test administration and review responsibilities. In addition to this document, review the detailed information on specific aspects of the NJSLA-S administration listed below. Step-by-step instructions with screenshots and video are included at the New Jersey Customer Support Portal, <https://nj.mypearsonsupport.com>.

- Introduction
- Administration of Paper-Based Testing for Test Administrators
- Accessibility Features & Accommodations

3.3 Preparing to Administer Accessibility Features and Accommodations during the NJSLA-S

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If a test with an accessibility feature or accommodation is being administered, be sure to receive the proper training. Refer to **Section 6.0** for additional information about accessibility features and accommodations. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Test Administrators may check students' accessibility features and accommodations by completing the steps in the *Personal Needs Profile Guidance: Managing Incorrect Accessibility Features and Accommodation PNP Data* document at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. Check with the School Test Coordinator for additional information.

3.4 Administer Tutorials and Practice Tests

Administering the tutorials and reviewing sample items in the *Parent, Student, and Teacher Information Guides* are important preparation steps for both administration staff and students. It is highly recommended that all students who will participate in the paper-based NJSLA-S first take the *NJSLA-S Printable Student Tutorials* and review the sample items in the *Parent, Student, and Teacher Information Guides* with their teachers. In addition, students in grades 8 and 11 should view the NJSLA-S periodic table, which is available in English and Spanish at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science. NJSLA-S tutorials, which familiarize students and educators with the item types and test format that will be used, are available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. Teachers should review the sample items in the *Parent, Student, and Teacher Information Guides* in conjunction with the *Online Practice Test Answer and Alignment Document*. The *Parent, Student, and Teacher Information Guides* contain selected items from the online practice test adapted to a paper-and-pencil format. The *Online Practice Test Answer and Alignment Document* shows which standards the items are aligned to. These documents are available at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.

During the test, Test Administrators will **not** be allowed to assist students with responding to items. Therefore, it is important that these questions be answered during tutorials and practice tests.

The School Test Coordinator will provide instructions for administering the tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials, periodic tables (grades 8 and 11), and the *Parent, Student, and Teacher Information Guides*. Students with accommodations may need additional practice time to become familiar with all paper-based testing features.

3.5 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation and a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

Before students enter the test environment:

- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Refer to **Section 2.3** for testing environment guidelines.
- Post a “Testing—Please Do Not Disturb” sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
- Post examples of the “Stop” and “Go On” signs (refer to **Appendix C** of this manual) on the board.
- Display a timing box on the board; refer to the example in Figure 3.0.
 - Write the number of the unit being administered on the Unit Number line in the timing box on the board.
 - Using the unit testing time in Tables 2.1 to 2.3 of this manual for reference, write the unit testing time on the Unit Testing Time line in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.

Figure 3.0 Timing Box Example

Unit Number: _____
Unit Testing Time: _____
Starting Time: _____
Stopping Time: _____

4.0 During Testing

4.1 Checklist of Tasks for Test Administrators to Complete during Testing

This section describes activities Test Administrators must complete during the day of testing.

Tasks to Complete during Testing

Day of Testing	Reference
<input type="checkbox"/> Receive test materials from School Test Coordinator and track receipt using the <i>Chain-of-Custody Form</i> .	Section 4.2
<input type="checkbox"/> Distribute test materials to students and administer the NJSLA-S assessment according to the directions in this manual and using the appropriate administration script.	Section 4.3
<input type="checkbox"/> Monitor testing time.	Section 4.4
<input type="checkbox"/> Supervise test administration and provide breaks (if applicable).	Sections 4.6 and 4.7
<input type="checkbox"/> Return all testing materials to the School Test Coordinator.	Section 4.8.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator (STC) will distribute test materials to and collect materials from the Test Administrators each test administration day. To maintain the security of these materials, they must **not** be stored in classrooms prior to or following the day of administration. Keep all test materials in centrally located, locked storage with limited access until the materials are distributed to the Test Administrators.

Test materials for paper-based test administration that must be distributed to and collected from Test Administrators by School Test Coordinators include:

- **NJSLA-S-supplied materials (shipped by vendor)**
 - Test booklets
 - Answer documents
 - *Test Administrator Manuals* (electronic versions of the manuals are viewable at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.)
 - Periodic tables (grades 8 and 11 only)
 - Tactile Graphics (if necessary)
- **School-supplied materials**
 - Wooden No. 2 pencils with eraser(s)
 - Note:** Mechanical pencils must **not** be used; students should bring No. 2 pencils on the day of the test, but a supply should also be available.
 - Blank scratch paper
 - Test Administrators must supply at least one sheet of unused scratch paper (blank or lined) to each student. Students can request more scratch paper during the unit, if needed.
 - Test Administrators are responsible for collecting all used and unused scratch paper, which is to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).

Note: Periodic tables cannot be re-used if written on; a new one should then be provided. If the initial supply from MI has been used before all days of testing are complete, the school may need to print additional copies.

- Calculators (see Calculators section for more information)
- Materials necessary for the administration of accommodations or accessibility features (for a full list, see Accommodated Materials below.)
- Timing device such as a clock or watch to keep track of time during testing (if one is not clearly visible within the testing room)
- “Testing—Please Do Not Disturb,” “Go On”, and “Stop” signs to post on the doors of the testing rooms or the board (copies of the signs are available in **Appendix C** of this manual)

Accommodated Materials

See the list of accommodated materials below and on Page 28.

Paper-Based Testing

- Braille Test Kit: Only Unified English Braille (UEB) versions of the NJSLA-S will be available now that the UEB transition plan has been completed.
 - Braille Test Administrator Kit
 - Braille notes/special instructions
 - Braille test booklets (one volume per unit)
 - Standard test booklet
 - Standard answer document
 - Braille paper
 - Duplicate pages (when appropriate)
 - Braille periodic table (grades 8 and 11 only)
- Large Print Test Kit:
 - Large Print Test Administrator Script
 - Large Print test booklet
 - Answer document
 - Periodic table (grades 8 and 11 only)
- Read Aloud Test Kit:
 - 2 standard test booklets
 - Answer document
 - Periodic table (grades 8 and 11 only)
- Spanish Test Kit:
 - Spanish test booklet
 - Spanish answer document
 - English test booklet
 - Spanish periodic table (grades 8 and 11 only)
- Spanish Large Print Test Kit:
 - Spanish Large Print Test Administrator Script
 - Spanish Large Print test booklet
 - English test booklet
 - Spanish answer document
 - Spanish periodic table (grades 8 and 11 only)

- Spanish Read Aloud Test Kit:
 - 2 Spanish test booklets
 - English test booklet
 - Spanish answer document
 - Spanish periodic table (grades 8 and 11 only)
- Tactile Graphics Kit: includes
 - Tactile Graphics booklets (one volume per unit)
 - Transcriber’s notes
 - Braille paper

Calculators

- Grade 5 students will use four-function calculators.
- Grade 8 students will use non-graphing scientific calculators.
- Grade 11 students will use graphing scientific calculators.

Students must only use calculators that are allowable for their grade or course assessment. Only students with a specific calculator accommodation may use calculators outside of their grade level or course. NJSLA-S items were developed with the Calculator Policy in mind. Allowing for the use of a calculator that is not designated for the grade-level or course assessment may unfairly disadvantage or advantage students and is, therefore, not allowed. Speak with your School Test Coordinator for more information about the Calculator Policy. Only students with a specific calculator accommodation may use calculators outside of their grade level.

Test Administrators should not administer a unit requiring a calculator to a student for whom a grade-appropriate calculator is not available. If a student does not have a grade-appropriate calculator and one cannot be obtained on that day, that student should test in a make-up unit with a grade-appropriate calculator. Test Administrators should have calculators available during testing. During units that are comprised of both a non-calculator section and a calculator section, students will be prompted to raise their hands to ask for a calculator.

Additionally, schools must adhere to the following additional guidance regarding calculators:

- No calculators with Computer Algebra System (CAS) features are allowed.
- No tablets, laptops, personal digital assistants (PDAs), or phone-based calculators are allowed during the NJSLA-S.
- Students are NOT allowed to share calculators with another student during a test unit.
- Test Administrators must confirm that the memory on all calculators has been cleared before and after the testing sessions.
- Calculators with “QWERTY” keyboards are **not** permitted.
- School Test Coordinators or Test Administrators must confirm that the calculators meet NJSLA-S requirements as defined above.

If a student needs a specific calculator (e.g., large key, talking), the student may also bring his or her own, provided it is specified in his or her approved Individualized Education Program (IEP) or 504 plan. For more clarification and complete guidance, refer to **Section 3** (4D and 4E) of the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* and the Calculator FAQs under the Calculator Policy at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

4.3 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster and take attendance, and note absent students for make-up testing. Then, read the appropriate administration script and distribute test booklets, answer documents, and scratch paper when instructed to do so. Ensure that each student has a wooden No. 2 pencil and scratch paper.

Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes the first time through the directions. Some “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students being tested. If, after the first reading, students still have questions, refer to **Section 4.6.1**. Text that is outside the “**Say**” boxes includes directions meant for Test Administrators and should **not** be read to students. Test Administrators may repeat any part of the scripted directions as many times as needed while delivering the script.

4.4 Keep Time (Day of Testing)

Keep accurate time for each test unit. Remember that failure to provide the correct amount of time may result in test invalidation. Refer to Tables 2.1 to 2.3 for guidance on unit testing times.

Note: A student with the extended-time accommodation specified in his or her approved Individualized Education Program (IEP), 504 plan, or English Learner (EL) plan may be provided more time to complete each unit.

4.5 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to the School Test Coordinator immediately. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by the New Jersey Department of Education.

If testing is interrupted at any time during the unit (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in **Sections 4.5.1, 4.5.2, and 4.6**.

4.5.1 Contaminated Test Materials

If any test materials (e.g., test booklets, answer documents) become contaminated with bodily fluids (e.g., student becomes ill on a test booklet or answer document), the following procedures must be followed.

1. The Test Administrator must immediately:
 - a. Stop testing for the student or group, as needed.
 - b. Record the amount of time remaining.
 - c. If possible, record the item number and page number where the student(s) stopped testing.
 - d. Follow the school procedure for medical emergencies.
2. Qualified school personnel must safely handle the soiled test booklet or answer document and place it in a resealable plastic bag with the security barcode label visible from the exterior. Handling materials must be done in accordance with procedures outlined in OSHA regulations.
3. After the testing area is cleaned and the student(s) have returned, the Test Administrator must remind the student(s) of the amount of time remaining for the unit prior to the disruption. Testing may then resume. The affected student(s) must be provided with a replacement test booklet and/or answer document.
 - a. If the ill student returns to resume testing, and the completed responses can be transcribed into a replacement answer document, the Test Administrator must provide the student with a new test booklet or answer document. The Test Administrator must ensure the student’s name is recorded on the front of the replacement test booklet or answer document for proper identification.

- b. If the ill student returns to resume testing and the completed responses cannot be transcribed into a replacement answer document, the student may be given the opportunity to retake those units using a replacement test booklet and answer document during make-up testing. Contact NJDOE for further guidance if necessary.
4. The School Test Coordinator will take care of the contaminated materials.

4.5.2 Torn or Damaged Test Materials

If any test materials are damaged (e.g., ripped pages, incorrectly applied labels), the following procedures must be followed:

5. The test booklet or answer document must be replaced. After testing but within the test window, the student's answers must be transcribed into a replacement answer document. Answers must be transcribed following the guidelines for transcribing student responses.

If a student's responses must be transcribed after test administration is completed, the following steps must be followed:

- a. At least two authorized staff members must be present during any transcription of student responses. One will serve as the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be the District Test Coordinator or School Test Coordinator.
- b. The student's responses must be transcribed verbatim into the answer document. Confirm that the replacement and original answer documents are for the same grade. Refer to **Appendix C: Protocol for the Use of the Scribe Accommodation in the Accessibility Features and Accommodations (AF&A) Manual** for guidance and an example.
 - Mark the original answer document "Do Not Score" according to the directions in the following section.
 - Exception: A scribe for a student who signs his or her responses in ASL will write the student's responses in English (e.g., student signs "House white live there me." Scribe writes "I live in the white house.")
- c. Braille transcription: **only** an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including blindness, or someone working under his or her direct supervision may transcribe the student's responses into the standard, scorable answer document included in the braille kit. The transcriber must be able to fluently read Unified English Braille (UEB).
- d. Any original student responses that were printed from an assistive technology device or recorded in another accommodation document, such as blank paper, must be securely destroyed.

Failure to transcribe a student's test responses in these situations will result in the student not receiving a score.

6. The School Test Coordinator will take care of the damaged materials.

4.6 Supervise Test Administration

During testing, Test Administrators must actively proctor and focus their full attention on students at all times to confirm that students are working independently. This means ensuring that students are working in the correct unit and that they are **not** involved in questionable activities. Circulate around the room and check to see that students are recording their answers in their answer documents. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to **Sections 2.2** and **2.3** for information on prohibited activities and prohibited materials.

4.6.1 Clarifying Directions during Administration

Test Administrators are permitted to clarify **only** general administration instructions after reading the script word-for-word. **No stimuli or test items may be read or clarified.**

If there are questions, consult the School Test Coordinator.

If a Test Administrator is providing the General Administration Directions Clarified in Student’s Native Language (by Test Administrator) accommodation to an English Learner (EL), then these guidelines must also be followed when providing clarifications in a student’s native language.

4.6.2 Redirecting Students

The Test Administrator or proctor may redirect the student’s attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

Test Administrators and proctors may not individually remind or encourage a student to answer all questions. Test Administrators and proctors may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

4.6.3 Student Misconduct

The Test Administrator has the authority to dismiss any student for misconduct according to local policy. If student misconduct warrants dismissal, collect the student’s test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor’s office) according to local policy. If a student is observed with any of the items listed in **Section 2.3** during testing or during breaks, the Test Administrator should collect the prohibited materials and immediately report the incident to the School Test Coordinator (STC). The school or district must complete the *Form to Report a Testing Irregularity or Security Breach* in **Appendix E** of this manual and submit the form according to the following procedure.

- The STC **must** contact the District Test Coordinator to **immediately** report student misconduct (i.e., refusing to test, disruptive behavior, unauthorized electronics, or cheating). The District Test Coordinator **must** contact the Office of Assessments **immediately** upon receiving a call from the STC.
- At the discretion of the District Test Coordinator, the STC may complete the ***New Jersey Testing Irregularity and Security Breach Form*** documenting the situation. The District Test Coordinator **must** upload the completed form to PearsonAccess^{next} within five school days. An electronic version of the completed form **must** be sent to the appropriate NJSLA-S State Coordinator within five school days.
- **Cell Phone & Unauthorized Electronics**
All incidents involving student possession of a cell phone or other unauthorized electronic device **must be immediately** reported via email to the NJSLA-S State Contact.

4.6.4 Item Irregularities during Testing

If a student alerts a Test Administrator to a possible unanswerable or misprinted test item during testing, follow these steps:

- Instruct the student to proceed with the test.
- Note the content area, course and grade level, item number, test format (paper), and a brief description of the issue and provide that information to the School Test Coordinator to complete the *Form to Report a Testing Irregularity or Security Breach*. Actual wording from the question should never be included either verbally or in writing.
- Remember, school personnel may **not** read or review a test item, except when necessary to provide a student accommodation.

4.6.5 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult the local evacuation policy. In the event that there is a building evacuation, lockdown, or school closure that occurs **before** the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day.
 - If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Report the event or incident to the School Test Coordinator immediately. Refer to the School Test Coordinator for information about reporting a testing irregularity.

In the event there is a building evacuation, lockdown, or school closure that occurs **during** the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can be calculated.
- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits.
- Upon returning to the testing room, prepare students for the continuation of the unit.
 - Inform students how many minutes remain for the unit.
 - Write on the board the updated start time and stop time of the unit.
- Using the *Form to Report a Testing Irregularity or Security Breach*, document the situation.
- Report the event or incident to the School Test Coordinator immediately. Refer to the School Test Coordinator for information about reporting a testing irregularity.

4.7 Break Policy

During a break, there should **not** be conversations among students, and students are **not** permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including breaks between units.

Test Administrators are responsible for ensuring that students are not able to see the content on other students' test materials. NJSLA-S policies for breaks are explained on the next page. Refer to the School Test Coordinator for additional requirements regarding breaks.

4.7.1 Breaks during a Unit

The following are permitted during test administration at the discretion of the Test Administrator:

Restroom breaks during a unit: Individual restroom breaks are allowed. It is recommended that no more than one student at a time be allowed to use the restroom and that students be supervised. Unit time may **not** be adjusted for restroom breaks, and students should be encouraged to use the restroom prior to beginning unit time.

Classroom stretch break during a unit: One stretch break of up to three minutes for the entire classroom is allowed during testing for each unit. The end of unit time can be adjusted up to three minutes at the end of this break.

Frequent breaks: Frequent breaks may be offered as an administration consideration. However, Test Administrators should **not** “stop the clock” for students with frequent breaks.

The Test Administrator must ensure the security of students' test booklets, answer documents, and scratch paper. Students are **not** permitted to talk.

4.7.2 Breaks between Units

If the School Test Coordinator schedules units back-to-back, breaks between units for the entire classroom are highly recommended for students to stretch, go to the restroom, or have a water break. All students in the session must break at the same time between units.

4.8 Ending Each Unit

4.8.1 Collect Test Materials

Collect test booklets, answer documents, scratch paper, periodic tables (if applicable), and accessibility and accommodations tools (as needed) from students. Make sure all students have written their names on their test booklets and answer documents. Count the materials to make sure each student has returned his or her test booklet, answer document, scratch paper, and testing tools.

Note: Follow the local chain-of-custody procedure to ensure that all materials have been collected.

4.8.2 Return Materials to School Test Coordinator

The following materials must be returned to the School Test Coordinator:

- Test booklets
- Answer documents
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Calculators
- Used and unused scratch paper and periodic tables

Test booklets and answer documents are considered used in any instance when a student has tested, including incomplete or partially complete test booklets and answer documents.

4.9 Make-up Testing

If a student starts a unit and leaves the testing environment (e.g., due to illness, family emergency, or natural disaster) without finishing that unit, he or she may be allowed to complete that unit on a different day. If there are concerns about a student completing a unit, do **not** allow the student to begin. If a student leaves during a unit, note the exact place in the unit where the student stopped and the time remaining, and then contact the School Test Coordinator.

Students are **not** allowed to alter any previously recorded responses. They must pick up exactly where they left off and be provided with the time remaining. Test Administrators must closely monitor make-up testing to ensure students do not alter any previously written responses.

Multiple test sessions and/or units may be tested together as long as the testing time and administration script are the same. It may be useful to review the *NJSLA Guidance on Testing Multiple Grades* at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

4.10 Script for Administering Science

The administration script under **Section 4.10.1** will be used for all units for the NJSLA-S. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

4.10.1 Grades 5, 8, and 11 Science – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 		

End of Unit 1 – Students **Stop**

Unit 2	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 		
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End of Unit 2 – Students **Stop**

Unit 3	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 		
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End of Unit 3 – Students **Stop**

Unit 4	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 		
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End of Unit 4 – Students **Stop**

Instructions for Preparing to Test

Say:	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices, including cell phones, with you right now, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device (or follow the school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if there are questions regarding electronic devices.



Say:	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, calculators, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents. For Grade 8 and Grade 11, also distribute periodic tables.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet and answer document in Box A.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</p>
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Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Unit

NOTE: At the beginning of Unit 1, on pages 3 and 4 in the test booklets, are sample items. Have students review these sample items to become familiar with the types of questions on the test.

Say:	Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Look up once you’ve reviewed the sample items.
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Say:	<p>Open your test booklet to the first page of Unit __ (fill in the appropriate unit) and follow along while I read the directions. Do NOT turn the page until I tell you to do so.</p> <p>Today, you will take Unit . (fill in the appropriate unit number) of the Grade _____ (fill in the appropriate grade) New Jersey Student Learning Assessment–Science (NJSLA-S) Test. You will be able to use a calculator.</p> <p>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles in your answer document. If you need to change an answer, be sure to erase your first answer completely.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the STOP sign in your test booklet, do NOT go on until you are told to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from OPTION A, B, or C below based on local policy (refer to the School Test Coordinator).

Say:	<p>OPTION A</p> <p>After I have collected your test materials, sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After I have collected your test materials, I will dismiss you.</p>
	<p>OPTION C</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>

Answer student questions.

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the student’s accommodations.

Say:	Do you have any questions?
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Grade 5 Say:	<p>Grade 5 Units:</p> <p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 8 Say:	<p>Grade 8 Units:</p> <p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 11 Say:	<p>Grade 11 Units:</p> <p>You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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NJSLA-S

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example). Actively proctor while students are testing.

- Redirect students as necessary (**Section 4.6.2**).
- Collect test materials as students complete testing (**Section 4.8.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom is allowed during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are **not permitted** to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand-and-stretch break during the unit:

Say:	Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

Say:	Open your test booklets and answer documents and continue testing.
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	You have 10 minutes remaining.
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Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing.

Say:	<p>Stop working. Testing time has now ended. Close your test booklet and answer document.</p> <p>Check that your name is written on your test booklet and answer document. I will collect your test materials.</p>
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- Collect all test materials.
- Return all test materials to the School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If more than one unit is being administered in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



5.0 After Completion of Each Day of Testing

5.1 Checklist of Tasks for Test Administrators to Complete after Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
<input type="checkbox"/> Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

5.2 Return Materials to the School Test Coordinator

Upon returning test materials to the School Test Coordinator, make sure that each student has written his or her name on his or her test booklet and answer document. The following materials must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all units are completed)
- Test booklets
- Answer documents
- Accommodated test materials
- Calculators
- Used and unused scratch paper and periodic tables (if applicable)

Notify the School Test Coordinator of any students who will need to make up the unit(s) tested that day.

6.0 Accessibility Features and Accommodations

The *NJSLA Accessibility Features and Accommodations Manual (AF&A Manual)* is available online at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science. Schools must refer to the *AF&A Manual* for full information about identifying and administering accessibility features and accommodations.

6.1 Test Administration of Accessibility Features and Accommodations

In **Sections 2 and 3** of the *AF&A Manual*, guidance is provided for Test Coordinators and Test Administrators on before-testing, during-testing, and after-testing activities necessary for successful administration of each accessibility feature and accommodation.

The examples below are excerpted and adapted from the *AF&A Manual*.

Accessibility Feature Example from Section 2

	Accessibility Feature	Administration Guidelines
1s	Human Reader or Human Signer (SR/PNP Reference CE)	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for Student Registration/Personal Needs Profile (SR/PNP): <ul style="list-style-type: none"> ◦ Student’s SR/PNP must have Human Reader/Human Signer selected. For the Human Reader/Human Signer, students must be placed in a Read Aloud session type when creating test sessions. • Materials: Read Aloud Kits, which include one copy of the student test booklet and answer document. • Test Administrator Training—Human Readers and Human Signers providing this accessibility feature must review: <ul style="list-style-type: none"> ◦ Read Aloud Kits: at least two school days prior to testing ◦ Appendix B: Test Administration Protocol for the Human Reader Accommodation and the Human Reader Accessibility Feature ◦ Appendix L: Human Signer Guidelines (signers only) ◦ Appendix M: Assessments for Students with Visual Impairment, Including Blindness <p>During Testing: A Test Administrator (Human Reader or Human Signer) reads aloud to a student. The student must be tested in an individual or small group setting. Small groups should only be used if all students are able to work at approximately the same pace. The number of students in a small group is determined at the state level.</p>

Accessibility Features and Accommodations

Accommodations Example from Section 3

Accommodation	Administration Guidelines
<p>3f Large-Print Edition¹² (SR/PNP Reference BM)</p>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for SR/PNP: Student’s SR/PNP must have Large Print Edition selected. • Materials: the Large Print Test Kit includes a large print assessment booklet, standard test booklet or answer document for transcription, and Test Administrator large print scripts when appropriate. • Test Administrator Training: Test Administrators of students with visual impairments must review: <ul style="list-style-type: none"> ◦ Appendix M: NJSLA-S Assessments for Students with Visual Impairment, Including Blindness. ◦ Appendix A: Accessibility Features and Accommodations for Students Taking the Paper-Based Assessments. <p>During Testing: A large print paper-based form of each assessment is available for students with a visual impairment who are unable to take a computer-based assessment. The font size for the large-print edition will be 18 point on paper sized 14" x 18". Students will not record their answers in standard print test booklets or answer documents. Instead, students will circle their answers in a large print test booklet. For constructed response items, students will write their answers on the lines provided in their large print test booklets. Test Administrators should refer to the <i>Test Administrator Manual (TAM) Scripts</i> for instances where they should demonstrate an activity or display information. Demonstrations should be conducted where they are visible for each student (e.g., on the board, near the student).</p> <p>After Testing:</p> <ul style="list-style-type: none"> • Responses must be transcribed verbatim by a Test Administrator in a standard student test booklet or answer document, which is included in the Large Print Test Kit. Only transcribed responses will be scored. At least two persons must be present during transcription of student responses (one transcriber and one observer confirming accuracy). It is recommended that one of the individuals be a District or School Test Coordinator. • Refer to Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses.

¹²Distribution quantities for any paper-based accommodations and accessibility feature are derived from the student registration process. Any materials required for paper-based accommodations and accessibility features for students registered after the deadline for paper registration must be ordered via Additional Orders.

6.2 Before Testing: Preparing for Accessible Test Administration

If any accessibility features or accommodations will be administered, be sure to receive the proper training and materials from the School Test Coordinator. Ask the School Test Coordinator for a list of any students in the testing group receiving accessibility features and/or accommodations.

If any of the accommodations and/or accessibility features on the next page are to be administered, review the corresponding documentation.

Accommodation	AF&A Manual References
Human Reader	<p>Appendix B: Test Administration Protocol for the Human Reader Accommodation for English Language Arts/Literacy Assessments and the Human Reader Accessibility Feature for Mathematics Assessments</p> <p>Note: This appendix also applies to the NJSLA-S.</p> <p>Appendix I: ELA Audio Guidelines used to ensure consistency in how items are read</p> <p>Note: This appendix also applies to the NJSLA-S.</p> <p>Appendix J: Mathematics Audio Guidelines used to ensure consistency in how items are read</p> <p>Note: This appendix also applies to the NJSLA-S.</p> <p>Note: Human Reader scripts are no longer provided for the NJSLA-S.</p>
Human Scribe	<p>Appendix C: Protocol for the Use of the Scribe Accommodation, used to ensure consistency of scribing and transcription</p>
Human Signer	<p>Appendix L: Human Signer Guidelines, used to give guidance to signers to ensure consistency in administration</p>
Extended Time	<p>Appendix E: Guidance for Selecting and Administering the Extended Time Accommodation</p>
Large Print and Braille	<p>Appendix M: Assessments and Students with Visual Impairment including Blindness</p>
Assistive Technology (Screen Reader and Non-Screen Reader)	<p>Assistive Technology Guidance: Available at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com</p>

See a list of accommodated materials below:

What is included in a Spanish Test Kit?

- Spanish test booklet
- Spanish answer document
- Spanish periodic table (if applicable)
- English test booklet

What is included in a Large-Print Test Kit?

- Large Print Test Administrator script
- Large Print test booklet
- Large Print periodic table (if applicable)
- Answer document

What is included in a Human Reader Test Kit?

- 2 standard test booklets
- Periodic table (if applicable)
- Answer document

Note: If a Large-Print Spanish or Spanish Human Reader Test Kit is ordered, Spanish versions of each item in the kit will be included.

What is included in a Braille Test Kit?

- Braille Test Administrator script
- Braille notes/special instructions
- Braille test booklet
- Standard test booklet
- Braille periodic table (if applicable)
- Standard answer document
- Additional braille paper
- Duplicate pages (when appropriate)

6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Appendix A in the *AF&A Manual* outlines directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the Test Administrator during testing.

Test Administrators may provide the following accessibility features to a student during testing:

- General Administration Directions Read Aloud, Repeated, or Clarified as needed
- Redirect Student to the Test
- Human Reader (*identified in advance in PearsonAccess^{next}*)
- Human Signer (*identified in advance in PearsonAccess^{next}*)

Test Administrators may need to provide the following accommodations to a student with an IEP/504 plan during testing:

- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Extended Time
- Monitor Test Response

Test Administrators may need to provide the following accommodations to an English Learner during testing:

- Extended Time
- Human Scribe
- General Administration Directions Read Aloud, Repeated, or Clarified as needed in Student’s Native Language
- Human Reader in Spanish or other languages as needed (*identified in advance*)

Special Accommodations Circumstances during Testing

Reference the following appendices of the *AF&A Manual* for special circumstances regarding accommodations:

- **Appendix G: *Emergency Accommodation Form***
 - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the NJSLA-S testing window (e.g., a student breaks his or her arm and needs a scribe). The *Emergency Accommodation Request Form* is available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
- **Appendix H: *Student Accommodation Refusal Form***
 - If a student refuses the accommodation(s) listed in his or her IEP, 504 plan, or English Learner (EL) plan, the school must document in writing that the student refused the accommodation(s). However, the accommodation(s) must be offered and remain available to the student during the test administration.

Contact the School Test Coordinator if either of these circumstances occurs.

6.4 After Testing: Completing Accessible Test Administration

Tables 1, 3, 4, 5, and 7, and **Appendix A** in the *AF&A Manual* outline post-administration directions for each accessibility feature and accommodation.

After testing, the School Test Coordinator may ask Test Administrators to assist with transcription of student responses or other after-testing activities for accessibility features and accommodations. Accommodated student responses (e.g., assistive technology or scribe) are secure and must be treated as secure test materials.

Appendix A

Glossary of Terminology

Appendices

Glossary of Terminology

Term	Definition
Accommodations	<p>An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency.</p> <p>Accommodations must be listed in the student’s approved Individualized Education Program (IEP), 504 plan, or English Learner (EL) plan. More information on accommodations is available at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com.</p>
Accessibility Feature	<p>Accessibility features are tools or preferences that are either built into the assessment platform or provided externally by Test Administrators. Accessibility features can be used by any student taking the NJSLA-S. A selection of accessibility features available to all students needs to be identified in advance.</p>
Administration Time	<p>Administration time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.</p>
IEP, 504 Plan, or EL Plan	<p>The IEP plan refers to the Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services.</p> <p>The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.</p> <p>An English learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.</p>
District Test Coordinator	<p>The District Test Coordinator is the individual at the local education agency or district level responsible for the overall coordination of test administration.</p>
Nonsecure	<p>Nonsecure test materials include manuals and user guides. The availability of nonsecure materials does not compromise test security or score validity.</p>
PearsonAccess^{next}	<p>PearsonAccess^{next} is the website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats of the NJSLA-S. PearsonAccess^{next} requires username and password setup.</p> <p>More information about setup and operation for the NJSLA-S is available in the <i>PearsonAccess^{next} Online User Guide</i> at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com.</p>

Term	Definition
Precache	Precache is the action of downloading and storing test content to the local ProctorCache computer.
ProctorCache	ProctorCache software pulls and stores test content from Pearson to a local ProctorCache computer. This stored or “cached” test content is then distributed to TestNav clients during testing sessions.
Secure	A secure test item, prompt, graphic, or test is not made available to the public. This also includes scratch paper and periodic tables written on by students and any student responses. For computer-based testing, student testing tickets and tactile graphics are secure. For the paper-based administration, secure materials also include test booklets and answer documents.
Session	In PearsonAccess ^{next} , a session is the group of students registered to test a content area together (same time and location).
SR/PNP	The Student Registration File and Personal Needs Profile have been combined into one file layout: Student Registration/Personal Need Profile (SR/PNP). This is the data file for registering students for testing, including a student’s testing condition, materials, or accessibility features and accommodations that are needed to take the NJSLA-S.
Testing Environment	The Testing Environment refers to all aspects of the test surroundings immediately before, during, and immediately after testing, including what a student can see, hear, or access.
TestNav	TestNav is the online test delivery platform used to administer the computer-based NJSLA-S. It is available as a standalone application. Support is available at the New Jersey Customer Support Portal , https://nj.mypearsonsupport.com
Unit	The NJSLA-S is comprised of four units. Each unit has a set administration time within a session and is typically administered all at once. The tables in Section 2.4 of this manual provide unit details.
Unit Testing Time	Unit testing time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. A new unit cannot be started until all students in the unit are finished or until unit testing time has expired.

Appendix B

Security Agreement

NJSLA-S 2019 Security Agreement

The content of the NJSLA-S is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the NJSLA-S or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions by NJDOE including (but not limited to) score invalidation or employment and licensure consequences.

For School Test Coordinators

- I will establish and carry out a NJSLA-S security plan.
- I will provide training in NJSLA-S's test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **not** in use.
- I will follow all security policies and test administration protocols.

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the TCM and Test Administrator Manual [TAM]).
- I will follow the procedures as specified in the TCM and TAM regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand NJSLA-S's test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended (TA).
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - Not allow students to access cell phones or other unapproved electronic devices during testing or at any other time while in the testing room.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure that students provide answers that are strictly their own, and do not participate in any form of cheating.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the TAM and by my School Test Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the TAM.

I have read the *NJSLA-S Security Agreement* and understand my role in this test administration.

First Name (print)

Last Name (print)

Role: School Test Coordinator Technology Coordinator Test Administrator Proctor Other: _____

Signature

Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.
The signed agreement must be maintained by the school at least three consecutive assessment cycles.

Appendix C

Signs

NJSLA-S

TESTING

**Please
Do Not Disturb**

Test Direction Symbols in Test Booklets

GO ON ►



DO NOT GO ON

Appendix D

New Jersey Policy

Addendum

Appendices

Appendix D New Jersey Policy Addendum

NJSLA-S policies are summarized below, along with the corresponding section number of this manual. For policies that are not included here, follow the protocols as outlined elsewhere in this manual, and if necessary, District Test Coordinators (DTCs) may contact the NJSLA-S State Contact with questions.

New Jersey Policy

Section	Issue	Policy
1.2	Qualifications for Test Administrators and Proctors	Supervisors, guidance counselors, teachers, and child study team members may serve as a Test Administrator (TA). All TAs must hold a valid New Jersey Teacher Certificate. Examples include, but are not limited to: New Jersey Teacher Certification, Educational Services Professional Certification, New Jersey School Leader Certification, or Career and Technical Education Certification. Paraprofessionals may only serve as TAs if they hold one of the endorsements listed above. Long-term substitutes may only serve as TAs if they hold one of the endorsements listed above and have had contractual employment at the testing site for more than 20 consecutive school days prior to the start of the testing window and will have additional continual uninterrupted employment at the school during New Jersey’s prescribed testing window. Proctors do not need to hold any endorsement; however, they must be under the direct supervision of a TA at all times and they may not provide testing accommodations or handle secure materials at any time.
2.1.2	Steps for Submitting Security Forms	The <i>New Jersey Testing Irregularity and Security Breach Form</i> must be submitted online through PearsonAccess ^{next} . These forms are available as appendices in this manual. The <i>New Jersey Testing Irregularity and Security Breach Form</i> is also available as a fillable PDF form at the NJDOE Office of Assessment website : https://www.state.nj.us/education/assessment/district .
2.3	Materials Allowed Only after a Student’s Test Has Been Submitted and His/Her Secure Materials Have Been Collected	Recreational books are permitted, provided that the subject matter of recreational books is unrelated to content being assessed.

Section	Issue	Policy, continued
2.3	Instructions for Students after a Student’s Test Has Been Submitted and His/Her Secure Materials Have Been Collected	After the student has checked his/her work, as established by district policy, the Test Administrator may either dismiss the student (if feasible) or permit the student to silently read a recreational book.
2.4. 4.7.1 6.3	Extended Time and/or Frequent Breaks Policies	Test Administrators should not “stop the clock” for students with frequent breaks. For students with disabilities or English learners who may require frequent breaks, it is highly recommended that schools consider the extended time accommodation.
3.3 6.1	Requirements for Completing Student Registration/Personal Needs Profile Import	Districts will have already uploaded the NJSLA-S Student Registration/Personal Needs Profile in PearsonAccess ^{next} . Students enrolled in districts after the closing of the initial student registration import window must be registered by the testing site district in PearsonAccess ^{next} .
4.2	Shipping Procedures for Paper-Based Materials	Test materials are shipped to the district office and are then distributed to schools.
2.2.2 4.6.5	Irregularity or Security Breach and Safety Threat/Severe Weather	<p>If an incident must be reported, follow the protocol outlined below:</p> <ul style="list-style-type: none"> • The incident must be reported to the School Test Coordinator immediately. • If follow-up documentation is required by the District Test Coordinator, complete any additional documentation.
4.5.1 4.5.2	Steps for Missing, Damaged and/or Contaminated Materials	<p>If any test materials (e.g., test booklets, answer documents) become contaminated with bodily fluids (e.g., student becomes ill on a test booklet or answer document), The Test Administrator must immediately:</p> <ol style="list-style-type: none"> a. Stop testing for the student or group, as needed. b. Record the amount of time remaining. c. If possible, record the item number and page number where the student(s) stopped testing. d. Follow the school procedure for medical emergencies. <p>Then, the procedures on page 16 of this manual must be followed.</p> <p>If any test materials are damaged (e.g., ripped pages, incorrectly applied labels), The test booklet or answer document must be replaced. After testing but within the test window, the student’s answers must be transcribed into a replacement answer document, and the procedures on page 17 of this manual must be followed.</p>

Section	Issue	Policy, continued
4.6.3	Procedures for Student Misconduct	<p>The Test Administrator has the authority to dismiss any student for misconduct according to local policy. If student misconduct warrants dismissal, collect the student’s test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor’s office) according to local policy. If a student is observed with any of the items listed in Section 2.3 during testing or during breaks, the Test Administrator should collect the prohibited materials and immediately report the incident to the School Test Coordinator (STC). The school or district must complete the <i>Form to Report a Testing Irregularity or Security Breach</i> in Appendix E of this manual and submit the form according to the procedure on page 18 of this manual.</p> <p>Cell Phone & Unauthorized Electronics All incidents involving student possession of a cell phone or other unauthorized electronic device must be immediately reported via email to the NJSLA-S State Contact.</p>
1.1 2.1.1 3.4	Translation Policy	Spanish versions of the test are available for all grades. Paper-Based Testing (PBT) test administrator scripts are also provided in Spanish.
4.2 4.5.2 6.2	Braille	Braille will be provided in the Unified English Braille (UEB) language.
n/a	Additional Considerations	<p>Students Required to Take the NJSLA-S: All grade 5, 8, and 11 students are required to take the NJSLA-S regardless of course enrollment or previous testing history.</p> <p>Home-Schooled, Private, and Parochial School Students: Students who are full-time home-schooled or full-time at a private or parochial school are not eligible to take any statewide assessment, including the NJSLA-S. This excludes special education students who attend an approved private school for the disabled in which tuition is the financial responsibility of the local education agency.</p> <p>Homebound and Bedside Test Administration Procedures: Students receiving homebound or bedside instruction are no longer required to take the NJSLA-S using paper-based tests. Districts have the option of administering either the paper-based tests or the computer-based tests <i>using a district supplied portable electronic device and mobile hotspot</i> for these students. The mode of testing should be based on individual student need. Detailed procedures and guidance are available at the NJDOE Office of Assessment website: https://www.state.nj.us/education/assessment/district/.</p>

Appendix E

Form to Report a Testing Irregularity or Security Breach

**New Jersey Testing Irregularity and Security Breach Form
(NJSLA-ELA, NJSLA-M, and NJSLA-S Assessments)**

Instructions for the District Test Coordinator or School Test Coordinator:

1. Call the appropriate Statewide Assessment Coordinator immediately to report a testing irregularity or security breach.
2. Complete this form with the required information.
3. The DTC must upload the completed form to Pearson Access^{next} within five school days and email the Support Request confirmation number, which is provided upon successful upload, to the appropriate Statewide Assessment Coordinator.

If this form contains Personally Identifiable Information (PII) such as student's name, it must never be transmitted via email.

New Jersey Testing Irregularity and Security Breach Information

District		School	
District Organization Code: NJ- ___ ___ ___ ___ / ___ ___ ___			
Contact Name:		Role: District Test Coordinator	
Phone and Extension:		() - ext:	
Test Administration: Spring Block		Type of Issue: Test Administration	
Date of Incident:	/	/	Grade:
Test Format:		Testing Device Type:	Assessment:
Unit:	Item Number(s):		
Test Administrator's Name:		Test Administrator's SMID:	
Student Name:		DOB: / /	
Student State ID Number (NJ SMART ID):			
***Detailed Description:			

*****When completing this form, please be sure to provide a detailed description of the incident; name of the device, investigation steps taken, and actions taken by staff to resolve the incident. Use additional paper, if necessary.**

Paper-Based Testing: Are You Ready?

- Distribute test materials to Test Administrators and track receipt using the *Chain-of-Custody Form*.
 - Monitor testing rooms.
 - Supervise test administration and answer questions from Test Administrators.
 - Return all testing materials to the District Test Coordinator.
 - Complete any documentation necessary for reporting any testing irregularity or security breach.
-

Paper-Based Testing: After You're Done

Apply Student ID labels or grid student information on answer documents

Transcribe automated responses (Braille, Large Print, and other Response Accommodations)

Recycle or destroy

- Test Administrator Manuals*
- Used scratch paper and periodic tables

Secure materials that must be returned to Measurement Incorporated (scorable or nonscorable)

- Test booklets
- Answer documents
- Spanish test booklets
- Braille test booklets
- Large Print test booklets
- Tactile graphics (CBT)